

# Planning your studies

Take time to plan your studies. You have to make important decisions in different stages of your studies:

- How to plan the studies so that it's possible to graduate in two years?
- What studies to include in 120 ECTS CR?
- What minor studies to take?
- Should the studies include an exchange period or an internship abroad?
- What projects to include in studies?
- What is the subject of thesis work?

You build your own, individual study plan which helps you to define your studies as a whole. Well planned studies are a key to successful studies.

## Personal study plan

Practical tool to define your own study path is called **Personal Study Plan (HOPS)**. The personal study plan is drawn up and approved by the student and the persons appointed by the degree programme together. Although HOPS is mandatory document that needs to be confirmed academic advisor, it is also a useful tool for you to keep up with your studies. At best it shows you at which stage your studies are and it sets concrete milestones that you can follow.

HOPS tools that are in use in Aalto ARTS:

- [Sisu](#) for degree students 2018 onwards.
- [Guide for using Sisu](#)
- Note! Old students may have other planning tools in use.

Personal study plan is approved by your academic advisor. You can update the plan as needed, but the main goal is to make a realistic plan to support your studies. All changes need to be approved by your academic advisor. Please note that you need an approved plan for example to apply for exchange or minor studies.

## Instructions on studying

The order of priority is as follows:

1. students for whom the course is compulsory for their major/programme and who have scheduled it for the current academic year in their personal study plan (HOPS);
2. exchange students for whom the course is a part of his/her officially approved learning agreement and scheduled to be taken during the current semester;
3. students for whom the course is compulsory for their major/programme and who have not completed it yet;
4. students, for whom the course is part of his/her major's or programme's alternative studies and has been scheduled in the student's PSP (HOPS) for the current academic year
5. students, for whom the course is part of his/her major's or programme's alternative studies and who have not completed the requisite number of credits for alternative studies yet;
6. students for whom the course is compulsory for their minor;
7. students, for whom the course is part of his/her minor subject's alternative studies and who have not completed the requisite number of credits for alternative studies yet;
8. students who have applied for the course through a student mobility scheme (internal mobility within Aalto University, flexible study right (JOO) studies etc.);
9. other students.

Academic committee of School of Arts, Design and Architecture 10.10.2017

## Registering to courses via WebOodi

Students must register to courses in the registration period in order to participate and complete courses. [WebOodi](#) is used for registration to courses.

- As a main rule, registration to courses starts 28 days before the period of the course starts and ends 7 days before the period (if the course has a limited number of spaces) or 7 days after the period starts.
- If a course has some other registration period, it can be seen in WebOodi.
- It is the responsibility of the programme and teacher to inform of special registration times.
- NOTICE! The courses do not always start in the start of the period. Still the registration to courses is before the period starts. For special reasons the registering period can differ from these guidelines, please check the times from WebOodi.

## Personal Study Plan (PSD)

[Personal Study Plan \(HOPS\) form](#)